

MONROE COUNTY

JOB DESCRIPTION

Position Title: SR LIBRARY ASSISTANT – REFERENCE		Date: 08/25/99
Position Level: 7	FLSA Status: NONEXEMPT	Class Code: 7-30

GENERAL DESCRIPTION

A service-oriented position which provides assistance in the area of reference needs. Serves the community and library patrons by helping them access information and answering directional and informational questions. Uses computer to access information for patrons and assists patrons in computer access to system holdings and Internet information. Serves as assistant to the Unit Manager and serves as Supervisor when Manager is not available.

KEY RESPONSIBILITIES

1. *Receives and records reference books, periodicals and audio/visual materials and; shelves and maintains reference materials.
2. *Answers reference questions of library patrons. Does in-depth reference and research as patron needs require. Utilizes databases as needed to answer questions. Assists patrons in operating equipment as needed.
3. *May assist with all functions of the Circulation Desk, including issuing of library cards, checking in and out of library materials.
4. Provides basic computer maintenance; maintains periodicals materials, and reference materials.
5. *Processes interlibrary loan requests for all branches from other library systems, processes and fulfills requests as needed.
6. Compiles and produces computerized monthly statistical reports.
7. Initiates and handles special projects.
8. Aid in the training of new personnel, volunteers and provides direction on procedures.
9. Performs other similar and related duties as needed.

* Indicates an “essential” job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Bachelor's degree required.
<i>Experience:</i>	2 to 3 years library or related work experience required.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the entire department.
<i>Complexity:</i>	Basic: Work consists of moderately complex procedures and tasks where analytic ability is required. Work may involve the comparison of numbers, selection of appropriate guidelines and procedures, or identification of appropriate actions to follow. Answers are usually found by selecting from specific choices defined in work policies or procedures.
<i>Decision Making:</i>	Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.
<i>Communication with Others:</i>	Requires regular contact within the department and with other departments, outside agencies and the general public, supply or seeking information.
<i>Managerial Skills:</i>	Has responsibility or authority which is limited to the direction of temporary workers.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	None

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____

